

APPENDIX J - REQUIREMENTS FOR INDIVIDUAL OR GROUP CONTINUING EDUCATION PROJECTS

Idaho libraries may apply for grants to support individual or group continuing education activities (CE). Each of the 3 types of CE grant projects has an application form that can be found at <http://www.lili.org/forlibs/lsta/ce-grants.htm> and in the Application Forms section of this Guide. Applicants are required to contact the State Library Continuing Education Consultant for specific information on the application process, timeline and eligibility of the proposed project:

1. Locally Planned Staff and Trustee Development for Individuals/Groups

Grants to support individual or group activities to meet an identified need that is consistent with State Library Board's goals for library development (*see Table 1 on page 5*).

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the State Library at least 30 days before the date of the proposed activity.
- B. Application must include a copy of the announcement for the activity and an agenda.
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation and request for reimbursement.
- D. Project budget
 - 1. Minimum LSTA grant award is \$500; maximum per individual award is \$900. Maximum group activity award is \$5,000.
 - 2. Total project budget must include at least 25% local or non-federal funds.
(\$6,667 project total = \$5,000 LSTA funds + \$1,667 match)
(\$1,200 project total = \$900 LSTA funds + \$300 match)

2. First-Time Attendance at Library Conference

Grants to support a library employee or trustee for first time attendance at a major state, regional or national library conference.

- A. Libraries may make application throughout the year on a special form. The completed application must be received by the State Library at least 30 days before the date of the proposed activity.
- B. Applicant must include a copy of the conference announcement and an agenda with their grant application.
- C. Grant funds will be paid to the library after completion of the activity and upon receipt of an evaluation and request for reimbursement.
- D. Project budget
 - 1. The LSTA award will cover the amount of conference registration, airfare or mileage, and lodging, up to the maximum of \$900.
 - 2. Local match covers all additional costs of attending the conference.

- 3. Support of Formal Library Science Courses** Grants to support an employee of a publicly-funded library to attend university or college library science courses.
- A. Libraries may make application throughout the year on a special form. The completed application must be received by the State Library at least 30 days before the beginning of the course.
 - B. Grant funds will be paid to the library upon written notification by the educational institution of the grade received and receipt of an evaluation from the employee. The employee must receive a grade of B or better for each course for which reimbursement is requested.
 - C. A maximum per individual LSTA award of \$500 per semester for tuition for library science courses that are part of an ALA-accredited masters degree program up to a cumulative total of \$2,000.